# GROW SOUTHWEST INDIANA WORKFORCE BOARD, Inc. d/b/a Southwest Indiana WIRED

REQUEST for PROPOSALS

Targeted Industry Scholarship

May 2008

### **Regional Service Provider**

Release RFP May 9, 2008

Question Submission Deadline May 16, 2008

Intent to Submit Proposal May 20, 2008

Proposal Submission Deadline May 30, 2008

> Selection of Provider June 20, 2008

Contract Effective Date July 1, 2008 (planned)

Grow Southwest Indiana Workforce Board, Inc. d/b/a Southwest Indiana WIRED 318 Main Street, Suite 221
Evansville, Indiana 47708
Tel. 812-492-4303

#### **Table of Contents**

SUMMARY	3
Part I. Background	4
Part II. Procurement Timeline	5
Part III. Eligibility and Contract Information	6
Part IV. Proposal and Submission Information	7
Part V: Scope of Services1	1
Part VI. Selection Process12	2
Part VII: Evaluation Process and Rating Criteria1	3
Part VIII – Award Administrative Information14	4
Attachment A19	9
Attachment B23	3
Attachment C24	4

#### SUMMARY

Southwest Indiana WIRED (The WIRED Team), a division of the Grow Southwest Indiana Workforce Board, Inc. is seeking proposals for a Service Provider to manage and facilitate the Targeted Industry Scholarship Program. Please see **Attachment A** for Scholarship guidelines.

The Southwest Indiana WIRED Team is engaged in a multifaceted project to increase the education and training level of existing and emerging workers, while also accelerating job creation in high growth, high skill, high wage business clusters. The Southwest Indiana region is primarily rural and includes Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick Counties. With the assistance of a \$5 million grant from the U.S. Department of Labor's Workforce Innovation in Regional Economic Development (WIRED) initiative, Southwest Indiana WIRED plans to help revitalize the region's economy and empower workers to compete for jobs in today's global economy.

Through this Request for Proposals (RFP), the WIRED Team seeks innovative responses for a Service Provider. The successful bidder will enter into negotiations for up to a three (3) year contract with the Grow Southwest Indiana Regional Workforce Board (RWB).

#### **Funding**

Grant funding from H-1B fees as authorized under Sec. 414 (c) of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277, title IV) will be made available for the Service Provider fees/contract. Bidders should clearly indicate the amounts of funds that will be utilized for staffing and for scholarship tracking services, as documented on **Attachment D – Budget Estimates**.

Bidders should have a thorough understanding of the rules and regulations related to H-1B fees as authorized under Sec. 414 (c) of the American Competitiveness and Workforce Improvement Act of 1998 (P.L. 105-277, title IV). Please go to <a href="https://www.usdol.gov">www.usdol.gov</a> for additional reference as needed.

#### **Contract Negotiations**

Successful respondents to this RFP will be expected to participate in contract negotiations to establish the exact services to be provided and the payment terms for those services. Costs and services will be negotiated based on information contained in this RFP and in the proposal(s) selected for contract negotiations.

#### **Disclosure**

Respondents to this RFP should note that the contents of their response to this RFP or other information submitted to the WIRED Team are subject to public release upon request, except those items specifically exempt from disclosure. *All such proprietary or confidential material should be so marked.* 

#### **Subcontracts**

Bidders may subcontract for all or part of the services to be provided, but the intentions to subcontract must clearly be stated in the response to this RFP and approved by the WIRED Team.

#### **Proposal Format**

Proposals must be prepared and sequenced in accordance with the instructions outlined in <u>Part IV</u> of this RFP. All referenced attachments are included in this packet.

#### Part I. Background

In Indiana, the nine southwestern counties are called the Economic Growth Region 11. This area includes Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick Counties. This region was created when Indiana updated regional boundaries in 2005 to reflect current population data, economic activity, commuting patterns and natural connections between counties. The region's population is about 410,000, with just over 117,000 residing in the City of Evansville. The county of Vanderburgh in which Evansville is located makes up some 40% of the total population for the region. The other eight counties are more rural in nature and include farming communities.

Overall, the labor force for the region totals about 210,000. For the past couple of years, the unemployment rate has remained relatively stable at about 4.5%. Primary areas of employment include occupations in manufacturing (18%), retail (12%), health care (9%) and construction (6%). Because of the rural nature of some of the counties, farming also accounts for about 2% of the employment.

The Southwest Indiana WIRED Team was formed to develop and implement strategies to expand employment and advancement opportunities and catalyze the creation of high skill and high wage opportunities. As part of their proposal to participate in the WIRED initiative, they identified processes to support the achievement of their implementation plan's goals. One of these processes is training/education, or for this RFP scholarship funding.

The purpose of this request is to procure qualified organization(s), individual(s), and/or management team(s) to enter into up to a three (3) year contract to implement and execute its Scholarship Program.

#### Part II. Procurement Timeline

RFP Release May 9, 2008
Q&A Deadline May 16, 2008 at 4PM CDT
Intent to Submit Proposal May 20, 2008
Proposal Submission May 30, 2008 at 4PM CDT
Proposal Selection (Planned) June 20, 2008
Contract Start (Planned) July 1, 2008

Questions related to the RFP may be e-mailed regarding the RFP or proposal process to the WIRED Team Contact Person. No phone calls will be accepted. No questions will be accepted after **4PM CDT on Friday, May 16, 2008**.

Page 4 of 19

Answers to questions will be posted on an ongoing basis, within three (3) business days after receipt of the question, to the WIRED Team's website located at <a href="http://southwestindianawired.com">http://southwestindianawired.com</a>. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information. All answers issued in response to Bidder questions become part of the RFP and the RFP process. The WIRED Team contact information is:

Southwest Indiana WIRED c/o Theresa Current 318 Main Street, Suite 221 Evansville, IN 47708

theresa.current@southwestindianawired.com

Note: Dates are subject to change. Organizations identified on the list of potential Bidders will be notified in writing or via the WIRED Team's website of any changes in the procurement schedule.

Other than as specified above, all members of the Southwest Indiana WIRED Team, Grow Southwest Indiana Workforce Board, WIRED Team staff, Board staff, authorized representatives, or agents of the WIRED Team or Board are precluded from entertaining or responding to questions concerning this RFP or the procurement process.

Potential Bidders are prohibited from making any contact related to this RFP with WIRED staff or the WIRED Directors, Board staff or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.

The Southwest Indiana WIRED Team reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of Southwest Indiana WIRED official files without further obligation. Southwest Indiana WIRED will not pay for the development or preparation of proposals.

#### Part III. Eligibility and Contract Information

#### 1. Eligible Applicants

Proposing entities may be a single provider or a collaboration of organizations. However, in the event of a collaborative effort, the proposal *must clearly* identify the lead organization. All in all these collaborations will have to be firmly established by means of a formal teaming agreement or sub-contract, whether developed as an umbrella agreement with a variety of agencies, or independently with a particular organization. The agreement must contain, at a minimum, the following information:

- A description of which services will be provided by each organization
- A description of procedures for managing the collaboration
- Duration of the agreement and procedures for amending the agreement
- Other provisions as agreed upon by the parties
- Written acknowledgment by all entities that they are in agreement to the provisions

Eligible Bidders may fall within any of the following categories:

- Private For-Profit Businesses
- Public Agencies
- Community Based Organizations
- Private Non-Profit Businesses
- Faith Based Organizations
- Individual
- Management Team
- Clearly Defined Collaboration

Organizations and individuals are eligible to respond if they have adequate experience and the capability to provide the requested services outlined in this RFP. Bidders must also have a proven record of past performance in providing the requested or similar services and not be debarred and/or suspended from conducting business with Federal or State funded agencies. Under no circumstances will a contract be awarded to any Bidder(s) that is/are on sanctions, during the award phase of the procurement process. This includes any single organization that may be a part of a collaborative response.

#### 2. Period of Performance

The period of performance will be up to three (3) years from the date of execution of the contract documents, with an anticipated commencement date of July 1, 2008. However, at any time, at its sole discretion, the WIRED Team may also elect to modify, terminate, or re-procure any or all services outlined in this RFP based on 1) availability of funds, 2) contractor performance, or 3) project needs.

#### Part IV. Proposal and Submission Information

#### 1. Availability of RFP Packets

Request for Proposal packets will be available beginning on and after 9AM CDT May 09, 2008. The RFP packet will be available to download online on the WIRED Team's website at http://southwestindianawired.com/.

#### 2. Questions and Answers

To be considered for funding, each Bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the WIRED Team will consider how well the Bidder complied with these instructions and provided the information outlined in the Proposal Narrative section of this document. Therefore, the WIRED Team encourages Bidders to contact the WIRED Team Contact by email or regular mail during the questions and answer period ending May 16, 2008 at 4PM CDT, to request any additional clarification that may be needed to comply with these instructions. Phone calls will not be accepted.

#### 3. Proposal Narrative Submission Information

Responses to this RFP should be economically prepared, with emphasis on completeness and clarity of content. The proposal, as well as any reference materials presented, must be typed in English in at least 11 point font and must be written on standard 8 ½" by 11" paper with no less than one inch margins (although foldouts

containing charts, spreadsheets, and oversize exhibits are permissible.). All proposals should not exceed 30 pages.

Starting after the cover page and the table of contents, number each page at the bottom center using the format "Page x of x". The completed **Attachments B**, **C** and **D** from this RFP must be included with your proposal. The cover page, table of contents and these required attachments do not count as part of the maximum 15 pages.

The Proposal should contain the RFP number, name and address of bidder, and primary contact information. Bidders are encouraged to clearly identify "Proprietary" information as such. All proposal pages must be sequentially numbered and either stapled or bound together.

All information in the proposal should be relevant to a specific requirement detailed in the RFP. Any information not meeting this guideline will be deemed extraneous and will in no way contribute to the evaluation process.

When completed, proposals are to be assembled in the following manner:

- Proposal cover page (Attachment B)
- · Table of contents listing the proposal sections;
  - Organizational Section outlining the RFP number, contact information for the Bidder including
    - Organization name, Physical address, Primary contact name, telephone number and e-mail address, and the Organization's website address
    - 2. Length of time in business
    - 3. Chief Executive Officer
    - 4. Statement indicating the intent of the organization to provide services described in this RFP
    - 5. Legal status of the Bidding Entity
    - 6. Mission or Purpose of the organization
  - Bidders Background and Experience A two-page abstract summarizing the proposed services and Bidder's profile information including:
    - 1. Management and structure of the organization
    - 2. Summary of past experience and appropriate references and contact information

#### Plan of Service

- 1. Detail the plan for providing the services addressing the outlined criteria
- 2. Brief resumes for key personnel that will provide the services
- 3. Resources and methods of planned facilitation
- Services provided on site versus off-site provide details
- 5. Services provided not specifically required in the RFP
- Budget/Cost Bids will be evaluated based on respondents' proposals to the RFP.

- Non-Collusion Affidavit (Attachment C)
- Insurances/Bonding in accordance with the Grant for the Provision of Employment and Training Services (WIRED Initiative) WIRED-6-11: General Liability, Workers Compensation, Employee Fidelity Bonding
- Exhibits
  - 1. Budget Narrative and Budget Estimate (Attachment D) detail initial costs
  - 2. Resumes of the Key Staff to be involved

Each section and exhibit must be clearly labeled.

Submittals must include one (1) original, one (1) electronic, and four (4) copies. The original must clearly be marked "ORIGINAL" on the cover sheet and contain original signatures, where applicable. Only one e-mail copy will be accepted. The original must have original signatures in (blue) ink.

All responses become the property of the WIRED Team.

#### 4. Submission Dates and Times

The closing date for receipt of proposals under this request is **Friday May 30, 2008**. Proposals must be received at the address below no later than **4PM CDT**. Proposals sent by telegram, or facsimile (fax) will not be honored. No exceptions to the mailing and delivery requirements set forth in this request will be granted. It is the responsibility of the bidders to ensure delivery of the proposal by the required time and date.

Proposals are to be addressed to:

Southwest Indiana WIRED
Theresa Current
318 Main Street, Suite 221
Evansville, IN 47708

Respondents may give their shipper the WIRED phone number 812-492-4303 on their bill of landing. Any proposal not following these guidelines, or submitted after the deadline will not be accepted for consideration under this RFP.

#### 5. Other Submission Requirements

**Withdrawal of Proposals.** Proposals may be withdrawn by written notice, including letter, facsimile, or email received by the WIRED Contact at any time before an award is made. Proposals may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative signs a receipt for the proposal.

Changes, Amendments, and/or Re-Issuance of this Proposal. Unless specifically requested by the WIRED Team, changes and/or amendments to the originally submitted proposal will not be considered. In addition, the WIRED Team reserves the right to: (1) Amend or withdraw this RFP at any time; (2) Reject any and all proposals; and (3) Reissue this RFP.

#### Part V: Scope of Services

#### 1. Statement of Work

As a 2<sup>nd</sup> Generation WIRED region, Southwest Indiana plans to help revitalize the Page 8 of 19

region's economy and empower workers to compete for jobs in today's global economy. To be effective in implementing the plan for Southwest Indiana WIRED, they recognize that increasing the training and education in our targeted industry will aid in attaining this goal.

#### For the Statement of Work, please include the following:

- 1. Describe how you will provide services to all nine counties.
- 2. List what locations you currently have in place.
- 3. Describe how you will market the scholarships in all nine counties.
- Describe how you will make certain there are no duplications of services? (WIA, TAA, etc.)
- 5. Describe how you will judge the essays.
- 6. Describe your grievance procedure.
- Describe how you will coordinate financial aid services through post-secondary institutions.
- 8. Describe your past experience in this type of program.
- Describe your financial method and how you will make sure the funding limits are not exceeded.
- Describe your familiarity with the TrackOne system and how you would utilize it for these students.
- 11. Describe the case management you would use.
- 12. Describe any experience you have with obtaining internships.
- 13. Describe the specific strategies you would implement and resources you would utilize to track and update data on an annualized basis to the WIRED Team.

#### Wired Team's expectations of selected Provider(s)

- Will provide timely and accurate responses to WIRED Team staff requests
- Will provide monthly progress reports to the WIRED Team
- Will operate in an ethical and forthright manner
- Will achieve a fair rate of return on the taxpayer's investment
- Will provide assurances that products and services released under this contract do not infringe on any copyrights, brands, or trademarks
- Will not act as a spokesperson for the WIRED Team unless specifically directed
- Will work towards meeting the WIRED Team's initiatives
- Will be committed to continuous process improvement

In the response Bidder should explain how it will ensure compliance with each one of the WIRED Team's expectations.

#### 2. Past Performance

Each Bidder's past performance of at least three (3) years experience in providing services will be evaluated. The Bidder must provide the following information for a minimum of two (2) contracts for work that is similar in nature and complexity to the requested services:

- a. Contracting Agency/Company, address and phone number;
- b. Contract number and type of contract;
- c. Date(s) of contract, period and place of performance;

- d. Address and phone number of Contracting Official;
- e. Brief description of the services provided;
- f. List of significant accomplishments;

#### 3. Implementation Plan

Provide a detailed implementation plan. The plan must include at a minimum, a timeline that demonstrates the successful implementation of the scholarship program.

#### Part VI. Selection Process

It is the policy of the WIRED Team to conduct procurement in a manner that provides for full and open competition. Award will be made only to individual(s) or organization(s) possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract and that is in line with the WIRED Team's Implementation Plan.

The selection process will consist of:

- a. An initial review for responsiveness and compliance with the guideline specifications and other criteria specified in the RFP:
- b. Only *responsive* proposals will be evaluated and scored by a proposal evaluation team. Responsive proposals will be evaluated on specific areas by all reviewers using the same standardized instrument;
- c. Proposals will be deemed non-responsive for failure to follow the prescribed format for submitting the proposal.
- d. Review and scoring by evaluators (see Part VII below for details);
- e. Oral discussions of proposals with bidders as needed;
- f. Discussion and appropriate action by the WIRED Team in selecting proposed contractor(s) for contract negotiations.

#### Part VII: Evaluation Process and Rating Criteria

There are 100 points available under this RFP.

The WIRED Team may, at its sole discretion, waive minor errors or omissions in a Technical Proposal and/or a Cost Proposal when those errors do not unreasonably obscure the meaning of the content. Further, the WIRED Team reserves the right to request clarifications from Bidders of any information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal evaluation process.

The review and evaluation of proposals shall be based on the following criteria:

#### 1. Statement of Work (30 points)

Assessment of this criterion will be based on the comprehensiveness of the responds to the Statement of Work section of this RFP. The purpose of the Proposal Narrative is to demonstrate how the proposed services will meet the WIRED Team's Scholarship Program and to document Bidder's organizational experience and past performance that demonstrates effectiveness and qualifications of the Bidder to perform this project.

#### 2. Implementation Plan (20 points)

Assessment of this criterion will be based on the plan of action for implementing the process and tracking resource tools needed to support the Scholarship Program. It will also include an assessment of the clearly labeled timeline of key action items to gauge its viability for successful execution.

# 3. Ability to create a solution that can be facilitated throughout the nine counties (30 points)

Assessment of this criterion will be based on the ability to facilitate the Scholarship Program throughout our nine county region. This will include, but not be limited to the ability to implement an outreach program to potential recipients. On-going services will be comprised of entering, verifying and tracking each recipient through the two years they will be receiving tuition benefits from the WIRED Grant.

#### 4. Budget/ Cost Proposal (20 points)

Assessment of this criterion will be based on the Bidder's explanation of how the proposed costs are relevant to the requested services, reasonable, necessary, allowable, and allocable.

EVALUATION CRITERIA	POINTS
1. Statement of Work	30
2. Implementation Plan	20
Ability to create a solution that can facilitated throughout the nine counties	30
4. Cost Proposal	20
Total Possible Points	100

#### Part VIII - Award Administrative Information

#### 1. Administrative Program Requirements

All contractors will be subject to all applicable Federal and State laws (including provisions in appropriations law), regulations, and the applicable Office of Management and Budget (OMB) Circulars. The applicants selected under the RFP will be subject to the following administrative standards and provisions, which include, but are not limited to:

- a) Workforce Investment Boards 20 Code of Federal Regulations (CFR) Part 667.220 (Administrative Costs).
- b) Non-Profit Organizations Office of Management and Budget (OMB Circulars A-122 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- c) Educational Institutions OMB Circulars A-21 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- d) State and Local Governments OMB circulars A-87 (Cost Principles) and 29 CFR Part 97 (Administrative Requirements).

- e) All entities must comply with 29 CFR Parts 93 and 98, and where applicable, 29 CFR Parts 96 and 99.
- f) In accordance with Section 18 of the Lobbying Disclosure Act of 1995, Public Law 104-65 (2 U.S.C. 1611) non-profit entities incorporated under Internal Revenue Code Section 501(c) (4) that engage in lobbying activities will not be eligible for the receipt of Federal funds and grants.
- g) 29 CFR part 2, subpart D--Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- h) 29 CFR part 30--Equal Employment Opportunity in Apprenticeship and Training.
- i) 29 CFR part 31--Nondiscrimination in Federally Assisted Programs of the Department of Labor--Effectuation of Title VI of the Civil Rights Act of 1964.
- 29 CFR part 32--Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- k) 29 CFR part 33--Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- 29 CFR part 35--Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- m) 29 CFR part 36--Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- n) 29 CFR part 37--Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA).
- o) Regional Integration Policy, DWD Policy 2007-20
- p) Indiana Code IC 22-4.5-7, Regional Workforce System

#### 2. Inquiry/Protest Procedures

Bidders who desire a debriefing must submit a written request within ten (10) business days of the receipt of the WIRED Team's notification of the procurement decision. In the debriefing, the bidder will obtain information on the procurement process and how their proposal or offer was reviewed and ranked.

If after the debriefing, the appealing party wishes to continue with the appeal process, they must submit to the WIRED Team, a written Notice of Appeal within ten (10) business days of the date of the appealing party's debriefing. Inquiries shall be directed:

Southwest Indiana WIRED Theresa Current 318 Main Street, Suite 221 Evansville, IN 47708

The appeal must indicate the specific grounds and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within the time frame is a condition precedent. Hearings shall be conducted in accordance with the WIRED Team's procedures.

#### 3. Authorized WIRED Team Contact

The authorized WIRED Team contact person for this procurement is:

Southwest Indiana WIRED
Theresa Current
318 Main Street, Suite 221
Evansville, IN 47708
Phone: (812) 492-4303

theresa.current@southwestindianawired.com

Please address all questions pertaining to this RFP, in writing, to the Authorized WIRED Team Contact. Questions will not be accepted after **4PM CDT Friday, May 16, 2008**. The official WIRED Team response to all questions pertaining to this RFP will be in writing and made available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted to the WIRED Team's website at <a href="http://southwestindianawired.com/">http://southwestindianawired.com/</a> within three (3) working days after the final date of acceptance of questions and answers. Bidders are encouraged to check the WIRED Team's website daily for additional questions and answers, any changes to the RFP, or any additional information regarding the RFP. Should you encounter problems accessing the WIRED Team's website, contact the WIRED Team Contact immediately for assistance.

## **ATTACHMENTS**

#### Attachment A

# Southwest Indiana WIRED Targeted Industry Scholarships Policies and Procedures Version 04/19/08

#### Introduction:

To further promote its mission of providing challenging, high skill, high paying jobs in Southwest Indiana's high growth industries, Southwest Indiana WIRED ("WIRED") will fund Targeted Industry Scholarships to existing and emerging workers who are committed to increasing their skills in an industry designated as high growth in the WIRED Implementation Plan (see www.southwestindianawired.com).

Designated high growth industries in the plan are

- Advanced Manufacturing
- Transportation, Distribution and Logistics
- Energy (Existing and Emerging)
- Healthcare/ Biomedical / Biotechnology

Each eligible customer may receive up to \$4,000 per school year towards tuition, mandatory educational related fees and books. Awards for part time students will be proportional to the number of classes taken. This award may not be used for supportive services, which includes living expenses and transportation costs. The maximum amount Targeted Industry Scholarship available to any one applicant is \$8,000. The applicant may use Targeted Industry Scholarship awards for multiple eligible courses over multiple quarters or semesters but \$8,000 is the applicant's lifetime limit for this program.

Outreach programs will be undertaken to make minority and underserved populations aware of the Targeted Industry Scholarships and how to apply for them.

#### **Eligibility:**

- 1. The scholarship applicant must reside in the Southwest Indiana region (Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick Counties) or be currently employed in one of these counties. The applicant must be age 16 or older and be able to verify identity with a photo I.D. and provide proof of U.S. citizenship.
- 2. Participants must have a GED or high school diploma and be "job ready" in order to qualify. They must not be receiving funding from WIA and must be ineligible for the TAA program and other state/federal paid training programs.
- 3. All applicants must complete the Free Application for Student Aid FAFSA. Scholarships will be based on PELL grant eligibility. Full time students eligible for PELL grants will be eligible to receive the difference between their PELL award and \$4,000 per year. Full time students whose expected family contribution makes them ineligible for the PELL grant are eligible for the full \$4,000 per year up to a maximum family income of \$100,000 (as defined under PELL). If the student has not received notice of the amount of their PELL award, the amount of the Scholarship will be

Page 15 of 19

determined based on an estimate of their potential PELL award. Just a note, parttime students do not always receive a full Pell award.

Priority will be given to applications received by July 1 for the fall semester.

Priority will be given to applications received by November 1 for spring semester.

- 4. The service provider will conduct an assessment to ensure the career goal of the customer meets the customer's skills, aptitude and will provide the customer with an upgrade in earnings. The service provider may utilize state-prescribed eligibility screening tools, including WorkKeys assessments. In addition, the service provider may use other tools for assessing career aptitude and post-training skill attainment.
- 5. All participants must be basic skills proficient prior to entering an individual training contract. The service provider will ensure that all participants have reading and math skills at or above 8.9. The service provider may use TABE, WorkKeys, KeyTrain or any standardized reading and math test. Service providers may also use any college entrance exam accepted by institutions of higher learning. When using a college entrance exam, customers deemed in need of remediation courses prior to taking college level courses will be considered basic skills deficient.
- **6.** All participants must maintain an overall "C" average to remain eligible for the program. If a participant fails a class, funds from this program will not be used to pay for it to be taken again.
- 7. Open to all applicants --- Scholarships are subject to the same guidelines set forth for all federally/state funded programs. These guidelines prohibit discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief. An equal opportunity statement should be signed by each registrant for scholarships. The original copy should be attached to the customer's registration form. One copy should be retained by the service provider and one copy should be given to the participant. Participants who believe they have been discriminated against due to one of the above reasons should follow the grievance procedure as set forth in DWD Policy 2007-10.
- 8. The applicant must have demonstrated a sincere interest in the industry and in developing increased skills that would allow the applicant to hold a skilled job within the industry:
  - a. Incumbent workers already working in the industry should write a 500 word essay about why they would like to have a career in the target industry and work in this region. Students should research and identify in their essay at least one company in this region that offers employment opportunities in their chosen field. Students should also submit transcripts of grades on previous course work taken. These will be used to establish the student's interest in the chosen field.
  - b. Emerging workers not working in the target industry should complete the requirements in a). above plus have demonstrated an interest in the target industry by participation in programs such as Dream It Do It or Project Lead the Way, completion of an internship in the industry, or providing a guidance counselor letter citing the applicants interest in the targeted industry and the guidance counselor's opinion that the emerging worker can succeed in the training for which he/she is applying. The

customer should complete a labor market research study if not employed in the industry.

#### **Funding and Participant Income Requirements**

- Funding for these scholar ships will come from WIRED's grant from the U.S. Department of Labor under its Workforce Innovation in Regional Economic Development (WIRED) initiative. The source of the funds is H-1B fees.
- 2. For courses of study not eligible for Pell, the requirement is that family income may not exceed the limit as outlined in 4 above

#### **Eligible Community Colleges and Universities**

- 1. Targeted Industry Scholarships may be used for courses approved by WIRED at any accredited post-secondary institution.
- 2. Applicants will be subject to the regular requirements of the participating college or university he/she has chosen.
- In addition, a Service Provider chosen by WIRED will administer the Targeted Industry Scholarships in cooperation with the participating institutions. The Service Provider will pay the Participating Institution directly for eligible tuition and fees for the approved course.

#### **Service Provider**

- WIRED has selected the following service provider to work with applicants and participating institutions to administer the Targeted Industry Scholarships: NAME AND CONTACT DETAILS OF PROVIDER (Will be procured)
- 2. Decisions of the Service Provider on administration of the program are final except that service provider will provide and post an appeal process.

#### **Continuance of Targeted Industry Scholarship Program**

- Awarding of Targeted Industry Scholarships is dependent on continuation of federal funding under the WIRED initiative and continuance of federal and state policies supporting this use of funds.
- 2. Southwest Indiana WIRED may modify the policies and procedures related to Targeted Industry Scholarships or may discontinue the program at any time.
- 3. Currently WIRED has budgeted \$150,000 per year for these Targeted Industry Scholarships. An additional \$150,000 has been budgeted for the "Conexus" grant regarding Dream It. Do It. Residents and workers in all nine counties of this region are encouraged to apply. Every effort will be made to ensure each county gets a portion of these funds.

#### **Attachment B**

#### **APPLICATION COVER SHEET**

Organization's Legal Name:	
Contact person:	
Address:	
<u>Telephone:</u>	
<u>E-mail:</u>	
Federal ID #:	
Authorized Signature	Date
Print Name:	
Title:	

#### Attachment C

#### Non-Collusion Affidavit

State of Indiana	
County of	

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the WIRED Team or Grow Southwest Indiana Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

	Signa	ture of Authorized Representative
		Print of Type Name
Subscribed and sworn to me	this day	of
		Notary Public
	County of:	
		Commission Expiration Date:
		<b>.</b>

Page **19** of **19** 

Comment [djc1]: Attachment C deleted as it is no required to be attached to the RFP, is detailed for providing services to WIA recipients, and the regulatory program requirements are covered earlier in the RFP.

Deleted: Attachment C¶
¶
ASSURANCES AND
CERTIFICATIONS¶

Workforce Investment Act (WIA) recipients are obligated to maintain the following assurance for the period during which WIA Title I financial assistance is extended as stated in 29 CFR 37.21. Each request for proposal, proposal and application for financial assistance under WIA Title I shall contain the following assurances as required by 29 CFR 37.20.¶

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: ¶

Section 188 of the WIA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title Ifinancially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

The recipient also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the recipients operation of the WIA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIA Title I-financially assisted program or activity. The recipient understands that the \[ \]

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Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that neither it nor its principals:

Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State

antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and

Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Nondiscrimination: The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIA of 1998 including Title I, Sec. 184 (f) and Sec. 188 (a); 20 CFR 667.266 (a) and 45 CFR 80 and 84.

Conflict of Interest: The undersigned applicant certifies that:

No manager, employee or paid consultant of the Bidder is a member of the WIRED Team of Directors, or an employee of the WIRED Team;

No manager or paid consultant of the Bidder is married to a member of the WIRED Team of Directors, or an employee of the WIRED Team;

No member of the WIRED Team of Directors, or an employee of the WIRED Team owns or has any control in the Bidder's organization;

No spouse of a member of the WIRED Team of Directors, or employee of the WIRED Team receives compensation from Bidder for lobbying activities;

Bidder has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;

Should Bidder fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the WIRED Team and shall immediately refund the WIRED Team any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the WIRED Team relating to that contract.

Lobbying: This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned applicant certifies that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.

In connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and provide disclosure accordingly.

Drug-Free Workplace: This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that it shall provide a drug-free workplace by:

Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;

Providing each employee with a copy of the Contractor's policy statement;

Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after

any conviction for a violation by the employee of a criminal drug statute in the workplace;

Notifying the Commission within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,

Taking appropriate personnel action against an employee of violating a criminal drug statue or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

WIA Sec. 184 (f): Discrimination Against Participants: -- If the Secretary determines that any recipient under WIA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

WIA Sec. 188 (a):

(1) Federal financial assistance. -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

Prohibition of discrimination regarding participation, benefits, and employment. -- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

(3) Prohibition on assistance for facilities for sectarian instruction or religious worship. -- Participants shall not be employed under WIA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian

instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).

(4) Prohibition on discrimination on basis of participant status. -- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

Prohibition on discrimination against certain non-citizens. -- Participation in programs and activities or receiving funds under WIA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

20 CFR §667.266 (a): WIA Title I funds may not be spent on the employment or training of participants in sectarian activities.

Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIA Title I-financially assisted program or activity. The applicant understands that the United States, Indiana Department of Workforce Development, and the WIRED Team have the right to seek judicial enforcement of this assurance. NOTE: WIA non-discrimination regulations are published at 29 CFR 37.

<u>Documentation of Financial Stability:</u> The undersigned applicant certifies that it shall comply with the Indiana Department of Workforce Development with regard to providing documentation of financial stability. As part of their local application requirements, the WIRED Team is to specify its local protocol for documentation and submission requirements.

Reporting Requirements: The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Investment Act of 1998 and the reporting and procedural requirements issued by the Indiana Department of Workforce Development.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude the WIRED Team from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to the WIRED Team by the applicant causes harm to a third party, then applicant will be held liable for any WIRED Team action resulting from reliance on that information.

The applicant must notify the WIRED Team in writing if the authorized signatory

changes.

Page Break
Certified by:
Signature of Authorized Official
Typed/Printed Name of Signatory
Signatory's Official Title
Bidder's Name
Didder 5 Name
Data: / / /mm/dd/